RESERVE RELEASE FROM ACTIVE DUTY

Overview

Introduction

This section provides the procedures and guidance for completing the Release From Active Duty (RELAD) for Reservists mobilized under Title 10 or Title 14 orders and Reservists on Active Duty Over 139 days.

Reference

The following references provide additional information about RELADs.

- Personnel Manual, COMDTINST M1000.6 (series), Chap 4
- Joint Federal Travel Regulations, Volume 1
- Personnel and Pay Procedures Manual, PSCINST Ml000.2 (series), Chap 11)
- Reserve Policy Manual, M1001.28 (series)

Discussion

Releasing a Reservist from Active Duty is processed in the same manner as a typical active duty RELAD, e.g. a Statement of Intent, RELAD transaction, Orders and a DD-214 are processed. Normally the member is RELAD into their previous status before the recall. Exceptions may be made on a case by case basis. When the RELAD transaction is processed in Direct Access it will convert the previously completed Reserve Orders status from “Enroute” to “Finished”.

Procedure

The following topics are covered in this section.

Topic	See Page
Reserve RELAD	2
Approval	5

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Reserve RELAD Procedures

Step	Action
1	Access the RELAD section from the path; Home > Administer Workforce > Administer Workforce (GBL) > Use > **Separations**
2	Enter the employee ID in the Emplid field or the member's SSN in the National ID field and press the Search button. If you do not know the Emplid or SSN provide some search criteria, such as the member's last name and department number in the appropriate fields and perform a search. See Search Tips for help using the employee lookup. When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.
3	At the section labeled Separations complete the following; **Note: The system will display any previous separations. You must click the add a new row button (Plus Sign) to begin a new transaction.** <table><tr><th>Field</th><th>Description</th></tr><tr><td>**Type**</td><td>Enter the single letter Separation Type, or click the button, and select a Type of Separation.</td></tr><tr><td>**SPD**</td><td>Enter the SPD (Separation Program Designator Code if Known, or click the button and the Lookup tab for a listing.</td></tr><tr><td>**Termination Date**</td><td>Select the RELAD Date.</td></tr><tr><td>**Reenlistment Eligibility**</td><td>Enter the Reenlistment Eligibility Code, or click the button.</td></tr><tr><td>**Departure Date**</td><td>Pre-filled. Once the Termination Date is Selected.</td></tr></table>
4	At the section labeled RELAD complete the following: <table><tr><th>Field</th><th>Description</th></tr><tr><td>**Reason**</td><td>Enter the Reason for RELAD or click the button, and select a reason from the listing.</td></tr></table>
5	Click the Leave Disposition TAB. At the Leave Disposition section complete the following: <table><tr><th>Field</th><th>Description</th></tr><tr><td>**Earned Leave to Sell**</td><td>Enter the amount of Earned Leave to sell or leave blank. Leave sold by a member that was mobilized under 10 U.S.C. 12302 is not subject to the 60 day career maximum.</td></tr><tr><td>**Saved Leave to Sell**</td><td>Enter the amount of Saved Leave to sell or leave blank.</td></tr><tr><td>**Days of Excess Leave**</td><td>Enter the amount of Excess Leave or leave blank.</td></tr></table>

Continued on next page

Procedure, Continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>Click the Reserve Status TAB. At the Reserve Member Status section complete the following:
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Employee Classification</td><td>Select a Classification from the dropdown menu listing.</td></tr>
<tr><td>Reserve Training/Pay Code</td><td>Enter the Training/Pay Category, or click the button and the Lookup tab for a listing.</td></tr>
<tr><td>Reserve Classification</td><td>Enter the appropriate classification from the drop down list.</td></tr>
<tr><td>TRA-PAY-CAT Effdt</td><td>Pre-filled to the day after RELAD Date</td></tr>
<tr><td>Classification Effdt</td><td>Pre-filled to the day the member originally entered the Coast Guard.</td></tr>
</table>
</td></tr>
<tr><td>7</td><td>Click the Separation tab.
Click the Save button. Read the Warning Message, click OK
Orders are now available,</td></tr>
<tr><td>8</td><td>Click on the Orders link at the bottom of the page. A new window will launch opening up the Separation Orders page.
Locate the Basic Information section. Enter the Authorizing Official's Name and Rate/Rank</td></tr>
<tr><td>9</td><td>Locate the Itinerary section. The report Date is already filled in, you must enter/select the Department. Enter the Department if known, or click the button and the Lookup tab for a listing.

SELRES – use the department to which the member will be assigned as a drilling member.
RET1 – 003333 with an E-mail to PSC-RAS
RET2 – 003333 and e-mail to PSC-RAS
IRR, ISL, ASL - 002817
Discharge – 003333

</td></tr>
<tr><td>10</td><td>Locate the Authorized Delay Enroute section and complete the following;
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Begin Date</td><td>Enter a date in MMDDYYYY format. OR Click the Choose a Date to select a Begin Date. This is the leave date the member is planning on departing his current unit, normally taken from the \members PCS Departing Worksheet..</td></tr>
<tr><td>End Date</td><td>Enter a date MMDDYYYY format, OR Click the Choose a date button to select an End Date</td></tr>
<tr><td>Delay Enroute</td><td>Click the dropdown button to view and select from the list. Select the type of delay authorized for the date entered.</td></tr>
<tr><td colspan="2"><u>NOTE: enter the Travel Time for Demobilized Reservists as NON CHARGEABLE ABSENCE</u></td></tr>
</table>
</td></tr>
</table>

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Procedure, Continued

Step	Action
11	In the sections labeled Primary Mode of Travel and Primary Mode of Transportation select or de-select an option.
12	Scroll down and click on the Order Notes button. Order Note if known, or click the button and the Lookup tab for a listing.
13	Disregard the Dependents Auth to Travel tab. There is no entitlement to Dependent travel.
14	Click the Email Printable Order button. Then click on the to close window.
15	Click the Separation Approval tab.
16	At the Separations Approval screen, complete the following; <table><tr><th>Field</th><th>Description</th></tr><tr><td>Type</td><td>Pre-filled</td></tr><tr><td>Termination Date</td><td>Pre-filled</td></tr><tr><td>Departure Date</td><td>Pre-filled</td></tr><tr><td>Enter the Approver's Emplid</td><td>Enter the Approver's Emplid click the button and the Lookup tab for a listing to search.</td></tr><tr><td>Approval Status</td><td>Click on the dropdown for a listing of options.</td></tr><tr><td>Approval Date</td><td>Pre-filled Save</td></tr></table>
17	Click the Save tab.

RESERVE RELEASE FROM ACTIVE DUTY

APPROVING

Procedure

Follow the steps in one of the menu paths below to access the Worklist. Approval Authority is designated to SPO Supervisors with the Direct Access Role of HRSUP.

Step	Action
Menu Path	The Approver may access the orders through their Worklist. or by Home > Administer Workforce > Administer Workforce (GBL) > Use > **Separations**
1	Open the Worklist and click on the Employee, or follow the above path and enter the EMPLID.
2	Once in the Separations screen, Supervisors must decide which action from the Approval Status button to take. The Selections are: • **Approve** – select to approve. • **Denied** – Select to deny (disapprove) the Orders. If desired, a text box is available to advise why the orders are being denied. • **Pending** - This used when orders need further information., You may return and complete the transaction at a later date. The orders can be rerouted to a specific user by entering the Employee Id in the "Route to: block. When an employee id is entered in the route to block the transaction will appear on their Worklist.
3	Click on OK ***REMEMBER TO GO BACK TO THE WORKLIST AND CHECK THE "MARK WORKED BLOCK.***